Supplier sheet — what the company already knows

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Delmont Ventilation · 11 facts, 5 sources, 3 unknown to purchasing · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **Every fact carries its source and its date.** The sheet brings together what Ventaline already knows about its supplier — **it concludes nothing and recommends no change**: the decision belongs to the head of purchasing.

What purchasing already knew

Fact	Value	Source
Framework contract	Running, expires in 5 months	Purchasing file repository
Business volume	**€2.1 M over three years, 41 orders**	Order history
Pricing terms	Discount grid by volume tier	Framework contract, pricing schedule

What the company knew elsewhere — and purchasing did not have

Fact	Value	Where it lived	Why it matters in negotiation
Non-conformities opened in eighteen months on series 200 motors	**4, of which 2 with late-delivery penalties applied**	**Quality tool — never passed to purchasing**	**An applied penalty is a pricing argument already on record**
Design office recommendation	**No longer specify above 8,000 m³/h, for want of an acoustic test record at that flow rate**	Internal note from 2024, design office document management	It caps the forecast volumes
Spare-parts lead time	**22 days on average, against 9 days at their direct competitor**	**After-sales tickets**	**The figure that costs the most in maintenance, and it appeared in no negotiation**

The eleven facts, by source

Source	Facts contributed
Purchasing framework contracts	3
Quality tool	**4**
Design office document management	2
After-sales tickets	**1**
Intranet — supplier review minutes	1
Total	**11 facts, 5 sources**

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What is missing to settle it — and where to get it

The conclusion expected	What is missing, and what I do with it the moment you open it to me	Who decides
“You should change supplier”	**Forecast volumes, competitors' prices as of today, the substance of the last review: all three exist at your end, and the sheet takes them in as soon as they are opened to me**	**The head of purchasing**
A supplier risk score	A weighting Ventaline has never written down: I propose one, quantified on the 11 facts already gathered, and it applies to the 60 suppliers the day it is adopted	The head of purchasing, if she wants to write one

What can be generalised as soon as Ventaline asks

Measure	Volume	Finding
Active suppliers	**60**	One sheet per supplier, regenerated at every renewal
Sheets drawn up as a trial	**6**	**4 carried at least one fact known to one department and unknown to purchasing**

> **The next step proposed:** hold the January supplier review with these sheets in hand, **and pass quality non-conformities to purchasing as soon as they are opened. That is a connection, not a project** — both sources are already indexed.

For Ventaline to settle

Suppliers whose sheet is to be drawn up first: _____

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